

RELOCATION APPEAL FORM

STATE PROJECT NO.
F.A.P. NO.
HIGHWAY
ROUTE
PARISH

PARCEL NO.
CLAIMANT
ADDRESS

I am appealing the Department's determination of my eligibility for Relocation Assistance benefits and submit my claim as follows:

___ ELIGIBILITY

I am appealing the determination that I am not a displacee.

I disagree for the following reasons:

___ MOVING PAYMENT

I am appealing the amount of my moving payment.

Amount allowed by Department

Amount claimed

Justification for increase:

___ REPLACEMENT HOUSING PAYMENT

I am appealing the amount of my replacement housing payment.

Amount allowed by Department

Amount claimed

Justification for increase:

___ INCIDENTAL EXPENSE PAYMENT

I am appealing the amount of my incidental expense payment.

Amount allowed by Department

Amount claimed

Justification for increase:

Claimant: _____

Date: _____

RECOMMENDED FOR APPROVAL/DISAPPROVAL

R.E. District Manager

Remarks: _____

APPEAL PROCEDURES

- 1. The appeal must be made in writing, preferably on the Appeal Form, within sixty (60) days from the date the displacee receives written notification of his/her eligibility for benefits. Any supporting documentation should be attached to the appeal and it should be forwarded to the R.E. District Manager.**
- 2. The District Manager will forward the appeal to the Relocation Assistance Officer, who will send the claimant a letter acknowledging receipt of the appeal and advising that the claimant has the right to request a personal meeting with the Real Estate Administrative Manager of the Director of Real Estate.**
- 3. The Relocation Assistance Officer will forward the claim to the Real Estate Administrative Manager, who will review the appeal. The R.E. Administrative Manager may wholly or partially approve the claim. Claims not approved entirely will be forwarded to the Director of Real Estate along with the R.E. Administrative Manager's written recommendations.**
- 4. The Director of Real Estate shall render a decision on adjudication of the claim and shall notify the claimant in writing. Claimants whose appeals are wholly or partially denied will be advised of their right to judicial review. Approved claims shall be placed in line for payment.**